AccelTest™

Software Installation Guide

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WELCOME

About This Manual

This manual explains how to install the AccelTest test creation, scoring, and gradebook software and how to connect an AccelScan scanner to your computer. If you have additional questions or need more information about AccelTest or other Renaissance Learning software, you can email us at answers@renlearn.com. For technical support, email questions to us at support@renlearn.com.

AccelTest and the 2Know! Classroom Response System

AccelTest is designed to work with the optional 2Know! classroom response system, which includes a Renaissance Receiver and Renaissance Responders. This system encourages student participation, and it gives teachers instant information about student work on assignments. To connect the Receiver to your computer and set up the Responders, see the *2Know! Setup and Resource Guide*. To find out how to use Responders with AccelTest, refer to the *User Manual* that is installed with AccelTest.

NEO 2s can also be used with a Renaissance Receiver in place of (or in addition to) Renaissance Responders for any program that works with Responders.

The 2Know! classroom response system works with one program at a time. *If you are using the system with more than one program (such as AccelTest and the 2Know! Toolbar), the Receiver and Responders will only recognize the program that you started first.*

The 2Know! classroom response system can also be used by other programs, including the 2Know! Toolbar. Refer to the manual or instructions for the program you're using to find out how to use Renaissance Responders with that program.

About the 2Know! Toolbar

To ask short answer questions, *you must select a 2Know! Toolbar theme that includes a Short Answer button.*

The 2Know! Toolbar program can also be used with the classroom response system. This program makes it easy for you to get quick feedback from your students (or another group). You can ask true/false, multiple-choice, numeric-response, pulse, or short-answer questions verbally and get real-time responses from students who are using Responders or NEO 2s. You can also view a graph that shows student responses and allows you to select the correct response.

You can install the 2Know! Toolbar from the CD included in your *2Know! Setup and Resource Guide*. You will also find instructions for the Toolbar in that guide.

About the AccelScan Scanner

You may also have purchased one or more AccelScan scanners, which you can use to score student responses to some assignments. To use the scanner, you have students fill in their answers on score cards, which you then insert into the scanner for scoring. See page 10 to find out how to connect the AccelScan scanner to your computer. The *AccelTest User Manual*, which is installed with AccelTest, explains how to use the scanner to score assignments.

Things to Know Before Installing the Software

Default AccelTest Password

The first time you log into AccelTest, you will need to use the default administrator password, which is **admin**. After you log in, you can change the password using the Password preference; for more information, refer to the *User Manual* that is installed with AccelTest.

Where to Find the System Requirements

Before you install AccelTest software on your classroom computer, make sure your computer meets the *minimum* hardware and software requirements. For the latest system requirements, visit www.renlearn.com/requirements and go to the 2Know! requirements. If you have questions, email us at answers@renlearn.com.

Rights Required for the Program and Data Folders

Rights Required to Use the Program

Windows XP, Vista, and Windows 7 Computers

AccelTest users need at least read access to the AccelTest program folder, and they need full access to the Renaissance Learning and Renaissance Wireless Server folders in Documents and Settings\All Users\Application Data for Windows XP or in the ProgramData folder on Windows Vista and Windows 7 computers. Windows Vista and 7 users also need full access to the Users\<user name>\Application data\Roaming\AccelTest\ folder.

Macintosh OS 10 Computers

AccelTest users need at least read access to the AccelTest program folder. The Owner, Group, and Everyone must have Read and Write permissions to the Renaissance Learning and Renaissance Wireless Server folders in Library : Application Support. They also need full access to the Users : <user name> : Library : Application Support : AccelTest folder.

Rights Required for Data Folders

For Data Folders on a Network

- **Windows 2000 Server, Windows Server 2003, and Windows Server 2008 Networks:** Grant the Modify permission to the data folder on your network, including all files. If you want to assign specific rights to the folder, make sure you include the Read, Write, and Delete permissions.
- **Novell Networks:** Grant the following rights to the data folder on your network, including all files: [RWCEMF] (read, write, create, erase, modify, and file scan).
- **Unix/Linux Networks:** Grant the following permissions to the data folder on your network (including all files) for the owner, group, and others: Read, Write, and Execute (drwxrwxrwx). If you have a group created for students and teachers, you can grant the Read, Write, and Execute permissions to the owner and to that group only (drwxrwx---).
- **OS 10 Networks:** Grant the following permissions to the data folder on your network (including all files) for the Owner, Group, and Everyone: Read and Write. If you have a group created for students and teachers, you can grant the Read and Write permissions to the owner and to that particular group only.

For Data Folders on Local Computers

- **Windows XP, Windows Vista, and Windows 7 Computers:** If you put your data folder on your computer, but not in the default location, make sure you have full access to the data folder.
- **OS 10 Computers:** If you put your data folder on your computer, but not in the default location, grant the Read and Write permissions for the Owner, Group, and Everyone. If you have a group created for students and teachers, you can grant the Read and Write permissions to the owner and to that particular group.

INSTALLING ACCELTEST SOFTWARE

To install AccelTest software see the instructions below for your type of computer.

Important: If you want to upgrade from a previous version of AccelTest, see page 9.

Windows Installation

The* AccelTest User Manual *is installed with the AccelTest software. *To open it, click* ***Start*** ▸ ***Programs*** ▸ ***AccelTest*** ▸ ***User Manual****. (You will need Adobe Reader installed to view the manual; if you don't have it, you can download Adobe Reader at www.adobe.com.)*

1. Insert the AccelTest CD into your computer.
2. If the AccelTest installation Wizard starts automatically, go on to step 3.

   If not, view the contents of the CD; then, double-click **setup.exe**.
3. When the Welcome panel of the AccelTest installation Wizard appears, click **Next >**.
4. Click **Install** to begin the installation. The installation progress will be shown.
5. Click **Finish** in the AccelTest installation wizard. To start AccelTest, see page 6.

Note: QuickTime is no longer installed automatically with the AccelTest software because AccelTest itself supports the most common graphic formats. If you need to support additional formats or convert graphics, you can still install QuickTime from the AccelTest CD. Simply open the Extras\QuickTime\ folder on the CD and double-click **QuickTimeInstaller.exe**.

Macintosh Installation

The* AccelTest User Manual *is installed with the AccelTest software. *To open it, open the Applications folder on your hard drive; then, open the AccelTest folder and double-click the file named* ***ATSoftwareManual.pdf****.*

1. Insert the AccelTest CD into your computer.
2. If the AccelTest window does not open automatically, double-click the **AccelTest CD** icon on your desktop to view the contents of the CD.
3. Double-click **AccelTest Installer.**
4. If the program asks you to enter your password, enter the administrator password for this computer; then, click **OK**. This shows that you have the permissions required to install the software.
5. On the Welcome panel of the Installer, click **Install**.

6. If the computer must be restarted, a message will notify you. Click **Restart** to restart the computer now or **Continue** to perform other tasks before restarting the computer.

   If a restart is not necessary, click **Quit** when the installation is complete.

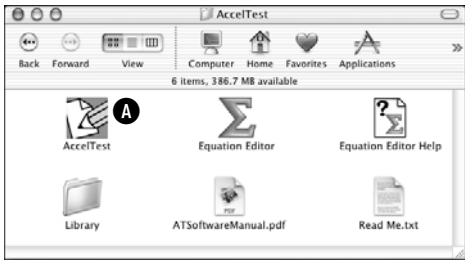
   To start AccelTest, see the instructions below.

STARTING ACCELTEST AFTER INSTALLATION

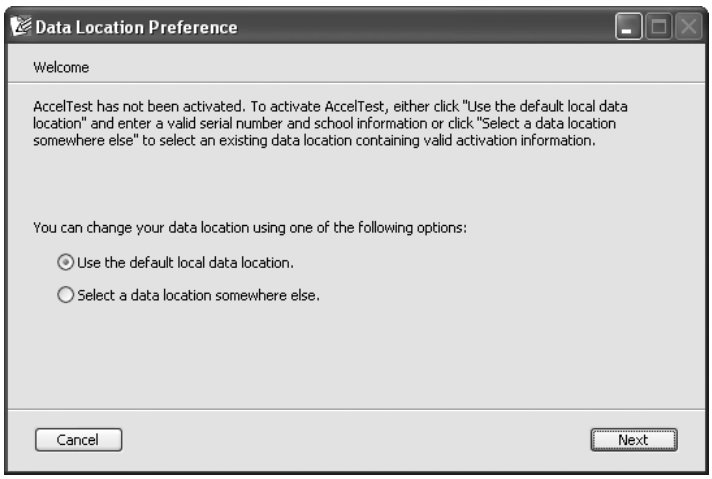
Follow these steps to start AccelTest:

1. **Windows:** Click **Start** ▸ **Programs** ▸ **AccelTest** ▸ **AccelTest**.

   Macintosh: Open the AccelTest folder in your Applications folder. Double-click **AccelTest** Ⓐ in that folder.



2. When the Data Location Preference opens, click one of the options. Then, click **Next**.


Data Location Preference
Welcome
AccelTest has not been activated. To activate AccelTest, either click "Use the default local data location" and enter a valid serial number and school information or click "Select a data location somewhere else" to select an existing data location containing valid activation information.
You can change your data location using one of the following options:
Use the default local data location.
Select a data location somewhere else.
Cancel
Next

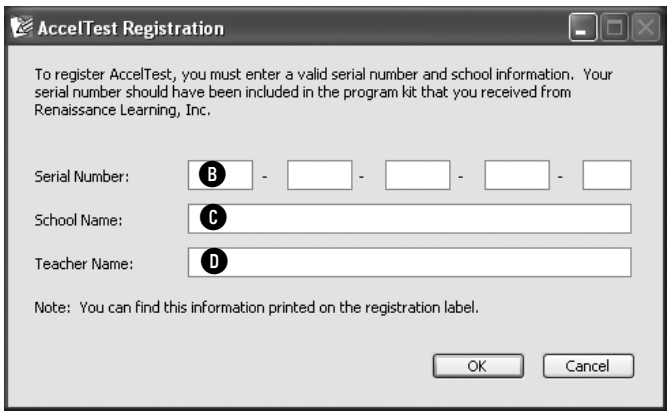
If you select a data location somewhere else, *you can choose a data location that you have already created, or you can create a new data folder. Although you can select the same data location that someone else is using, please note that only one person can use AccelTest with that data at any given time.*

3. If you chose to use the default data location, you will be asked to confirm this. Click **Next** to continue.

   If you chose to select a data location that is somewhere else, a dialog box will open. Find and open the folder that you want to use, or create a new folder in the location you prefer. Then, click **OK** (Windows) or **Choose** (Macintosh). Check the data location shown on the next panel. If it is correct, click **Next**. (If not, click **Back** to choose a different location.)

4. If AccelTest hasn't been registered before for this data location, enter the serial number Ⓑ, school name Ⓒ, and teacher name Ⓓ. The serial number is on a label that is attached to the CD case. It is also on the one-page instruction sheet you received with the software.

   Click **OK** to continue.

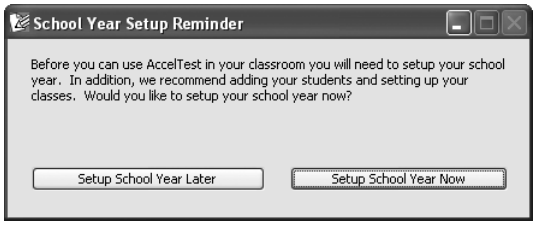

AccelTest Registration
To register AccelTest, you must enter a valid serial number and school information. Your serial number should have been included in the program kit that you received from Renaissance Learning, Inc.
Serial Number:
Ⓑ
School Name:
Ⓒ
Teacher Name:
Ⓓ
Note: You can find this information printed on the registration label.
OK
Cancel

5. Click **Done** in the Summary for the Data Location Preference.

6. Enter **admin** (the default administrator password). Then, click **OK**.

7. AccelTest will check for updates. (See the next page for details if updates are found.)

8. Next, decide whether you want to set up the school year and click the button you prefer. When you set up the school year, you enter the school year and term dates that will be used for assignments and grades in the Gradebook.


School Year Setup Reminder
Before you can use AccelTest in your classroom you will need to setup your school year. In addition, we recommend adding your students and setting up your classes. Would you like to setup your school year now?
Setup School Year Later
Setup School Year Now

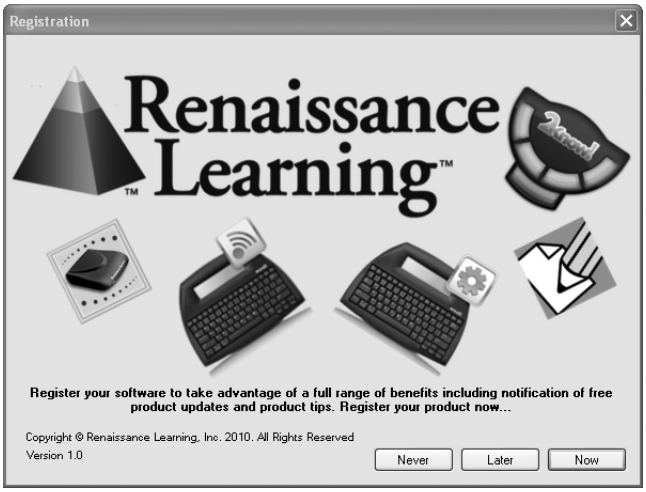
On Macintosh computers, if you select a network data folder, *make sure you connect to that network using an* ***afp*** *connection.*

Type the serial number carefully. *Be careful not to confuse "Z" and "2," "I" and "1," "S" and "5," or "O" and "0."*

After you log in, you may see a What's New popup *that tells you what has changed in the latest AccelTest release(s).*

For more information about setting up the school year, refer to the information about the School Year preference in the *AccelTest User Manual*.

9. A Renaissance Learning Registration window will open, asking you to register your software.


Registration
Renaissance Learning™
Register your software to take advantage of a full range of benefits including notification of free product updates and product tips. Register your product now...
Copyright © Renaissance Learning, Inc. 2010. All Rights Reserved
Version 1.0
Never
Later
Now

Registration on the Renaissance Learning Web site gives you access to product tips and other useful information as well as notifications of product updates. Click **Now** to register now, **Later** to be reminded in 2 weeks, or **Never** to continue without registering and without further reminders.

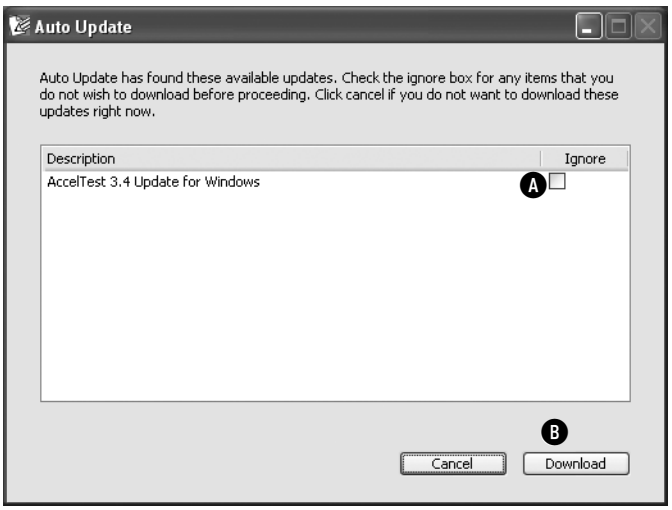
If you click **Now**, you will go to the Renaissance Online Plus page on the Renaissance Learning Web site. There, you can log in if you have already set up a free account, or you can click **Create an Account** to set one up now. After you log in, you can select your products and the information you would like to receive. When you have submitted your changes, click **Done** at the bottom of the window.

See the *AccelTest User Manual* to find out how to set up your classes and students, create your assignments, and add them to the Gradebook so you can start using AccelTest.

UPGRADING ACCELTEST SOFTWARE

The easiest way to upgrade to the latest version of AccelTest is to use the update feature in the software itself. Follow these steps:

1. In the AccelTest software, click the **Help** menu and choose **Check for Updates**.
2. If updates are available, you'll see a window like this one, listing the updates that you can download and install.


Auto Update
Auto Update has found these available updates. Check the ignore box for any items that you do not wish to download before proceeding. Click cancel if you do not want to download these updates right now.
Description
Ignore
AccelTest 3.4 Update for Windows
A
B
Cancel
Download

   If more than one update is listed, and you want to install some, but not all, of the updates, check the **Ignore** box next to the updates you *don't* want to install Ⓐ. (If you don't want to install any updates, you can click **Cancel** instead.)

3. Click **Download** Ⓑ.
4. Read and respond to the prompts on the screen to download and install the update(s). When you have finished, you will return to the Auto Update window.
5. Click **Done**.

If you are upgrading from AccelTest version 2.x to version 3.x, *the next time you start AccelTest, the software will upgrade your database for use with version 3.x using the Data Migration Tool. The data migration may take some time.*

CONNECTING ACCELSCAN TO YOUR COMPUTER

Follow these steps to connect the AccelScan scanner to your computer.

1. For AccelScan models 2110 and 2210 or model 1100 *Serial*, plug the round connector on the AccelScan power cable into the matching port on the AccelScan, and plug the scanner into an electrical outlet.

   For AccelScan model 1100 *USB*, you received a power cord and a power supply box with a cable attached. Connect the power cord to the power supply box. Then, plug the small round connector into the AccelScan, and plug the power cord into an electrical outlet.

2. Connect the data cable coming from the AccelScan to the matching port on your computer. If the data cable has a USB connector, attach it to a USB port on your computer.

   If the data cable has a serial connector, do the following:

   - **For Windows Computers:** Attach the 9-pin serial port adapter to the end of the AccelScan cable and then attach the cable to your computer.
   - **For Macintosh Computers:** Connect the data cable to an 8-pin female serial port on your computer, such as the printer or modem port.

3. For AccelScan model 1100 *USB*, see the *User's Guide* that came with your scanner to install the AccelScan drivers.

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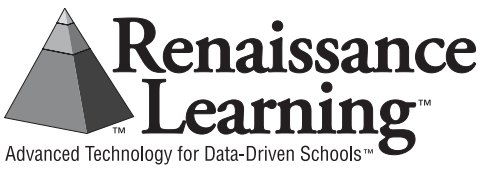

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